



Positions Available as of 3/4/2026

**CALL CENTER REPRESENTATIVE- ATHENS TYLER STREET**

**Summary:** Provides personalized banking services to financial institution customers by performing the following duties.

**Essential Duties and Responsibilities include:**

- Provides ongoing relationship servicing with current customers to maintain goodwill and gain additional business.
- Answers customer's requests and routes calls to the appropriate departments.
- Informs and advises customers of status or enhancements to current account productivity, and suggests resolution on account disputes and other account activity.
- Responds to customer inquiries and requests regarding their accounts.
- Promotes and cross-sells other establishment products and services as appropriate to customer requirements.
- Back's up bookkeeping in some functions as needed.
- Other duties may be assigned.